

TIME MANAGEMENT MATRIX

(Stephen R. Covey *The Seven Habits Of Highly Effective People*)

1. I should be spending approximately _____% of my work time on _____.
2. What percentage of my time DO I currently spend in each quadrant on average?
3. What percentage of my time SHOULD I spend in each quadrant?

	Urgent	Not Urgent
Important	<p>e.g., Trouble-shooting</p> <p><i>(Make allowance for this when planning predictable tasks)</i></p>	<p>e.g., Personal / Team planning & development</p> <p><i>(Schedule time for this)</i></p>
Not Important	<p>e.g., Low-priority requests / queries</p> <p><i>(Set boundaries & try to move this into scheduled time)</i></p>	<p>e.g., "Nice to have" initiatives</p> <p><i>(Re-think / Avoid)</i></p>

DO

	Urgent	Not Urgent
Important		
Not Important		

SHOULD

	Urgent	Not Urgent
Important		
Not Important		



4) How will I shift my time to make room for my priorities and **Important/Not Urgent** activities?

Use this space to list typical tasks and activities:

<p><u>Important and Urgent</u></p>	<p><u>Important, but not Urgent</u></p>
<p><u>Not important, but Urgent</u></p>	<p><u>Not important or Urgent</u></p>